

SPECIAL EVENT INFORMATION AND PERMIT

Due to the volume of requests the City receives and complexity of differing special events within the City, the Ludington City Council has authorized the City Manager to establish a procedure in handling requests for special events. The procedure is as follows:

1. At least sixty (60) days prior to the date of the event, **a completed City of Ludington Special Event Application must be submitted to the City Manager.** Your Event will not be considered for approval until the completed application is received. (Whenever in this application the term "City Manager" shall be interpreted as City Manager or designee.)
2. The City Manager will review the request.
3. The City Manager may authorize the use of City Facilities or if deemed necessary will forward the application to the City Council for their action.
4. If City Council approval is needed, individuals submitting requests will be contacted as to the date in which the City Council will be acting on their request and it is recommended that a representative of the organization be present to answer any questions.

SEPARATE FORMS:

1. **PARADES**
2. **SPECIAL EVENTS ON NON-CITY PROPERTY** - If you are requesting the use of city items, such as barricades and trash containers for an event taking place on non-City property
3. **USE OF CITY ITEMS** - When requesting barricades only and will pick up and return

FEES – NONREFUNDABLE (Please see attached application)

The City of Ludington has established an application fee along with a fee structure for the rental of City items/services effective January 1, 2016. Please read and fill out the attached forms in their entirety.

The established fees are for Organizations meeting one of following criteria:

- a.) Non-Profit organizations
- b.) The Event is free to the Public
- c.) A Charity will receive **all Net Profits** and must be named at time of application.

For Profit Events, the established fees will be doubled.

PAYMENT OF FEES

Once your event has been approved, you will receive an invoice showing all required fees, which is payable upon receipt. Please note that after review the amount submitted may change due to road closure requests or safety reasons. Payment may be made with check or cash. Please make check payable to: City of Ludington.

SECURITY DEPOSIT - REFUNDABLE

\$200.00 security deposit is required for each special event, and payable upon receipt of invoice. Payment may be made with check or cash. Please make check payable to: City of Ludington

The Security Deposit is returned after the facility has been inspected and it is determined that damage has not occurred to the facility, garbage containers are emptied and turned upside down, all items are accounted for and have been returned to the pick-up location. If these conditions have not been met, the security deposit may be forfeited.

THE CITY OF LUDINGTON REQUIRES THE ASSISTANCE OF THE LUDINGTON POLICE DEPARTMENT FOR ALL RUNNING EVENTS USING CITY STREETS. PLEASE SCHEDULE A MEETING WITH THE POLICE CHIEF AT 231-843-3425.

ANY QUESTIONS, PLEASE CONTACT THE CITY MANAGER'S OFFICE AT 231-845-6237.

CITY OF LUDINGTON
SPECIAL EVENT APPLICATION

FACILITY REQUESTED: ☐ Stearns Park ☐ West End of Ludington Ave. ☐ Copeyon Park
☐ Waterfront Park (Request Parking Lot Closure?) Yes ☐ No ☐ Cartier Park ☐ Dog Park
☐ Maritime Heritage Park (Loomis Street) ☐ Parking Lot Closure ☐ Street Closure
☐ Rotary (City) Park (Request the closure of the 100 block of North Lewis Street?) Yes ☐ No ☐
☐ James Street Plaza : Request BOTH North & South of Alley (alley closure) Yes ☐ No ☐
Area NORTH of alley only ☐ Area SOUTH of alley only ☐
☐ Other: _____

EVENT: _____

Organization Name: _____

Address: _____

Contact Person: _____ EMAIL: _____

Phone Number: _____ Cell Phone: _____

Event date: _____ Time: _____

Set up date: _____ Time: _____

Take down date: _____ Time: _____

Description of Event (Attach detailed information/map of areas used for event if necessary):

Will you be requesting the use of the sound system at Waterfront Park? ☐ Yes ☐ No

If yes, please call Ron Maluchnick at 869-4508.

Will you be requesting the use of the restroom facilities? ☐ Yes ☐ No

Are there exhibitors and/or concessions associated with your special event? If so, please describe:

Is the event for a special cause? ☐ Yes ☐ No If yes, please describe: _____

Is your organization non-profit? ☐ No ☐ Yes. If yes, please provide tax I.D. # _____

Non Profit Organizations only:

Will Alcohol (Beer, Wine & Spirits**) be sold at the event? Please see ordinance (SEC. 38-75) for specific information regarding the sale of alcohol.

☐ No ☐ Yes (If yes, please attach a copy of liquor license application.)

Estimated number of persons attending the event: _____

If water or electric is requested, please contact the DPW Superintendent at 231-843-2873.

EVENT: _____ / _____
Date

PHONE: _____

CONTACT PERSON: _____

CELL PHONE: _____

(A) APPLICATION FEE**(A) \$25.00****LOCATION REQUEST**

- ☐ Stearns Park/Stearns Outer Dr.
- ☐ West End of Ludington Ave.
- ☐ Rotary (City) Park
Close Lewis St.
____ Yes
____ No
- ☐ Waterfront Park
Parking Lot Closure
____ Yes
____ No
- ☐ Maritime Heritage Park-Loomis Street
- ☐ James Street Plaza
____ North & South w/alley closure
____ Area North of alley only
____ Area South of alley only
- ☐ Copeyon Park
- ☐ Dog Park
- ☐ Cartier Park
- ☐ Parking Lot Closure
(Please list requested parking lot)

- ☐ City Street Closure
(Please list requested Streets)

- ☐ State Highway Closure (US10/M116)
____ Ludington Ave.
____ Lakeshore Dr.
____ South James St.

(B) ITEMS REQUESTED

Please note that all items will be dropped off at one location at the facility requested. It is up to the permit holder to relocate. All items must be returned to the same area for pick up after the event.
ITEMS NOT RETURNED TO PICK UP AREA MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT.

	Quantity	Total
<input type="checkbox"/> Picnic Tables (seats eight)	_____ x \$5.00 ea	\$ _____
<input type="checkbox"/> Garbage Container (90 gallon) (includes three bags)	_____ x \$4.00 ea.	\$ _____
<input type="checkbox"/> Case of 90 Gallon garbage bags(50)	_____ X \$62.00 ea.	\$ _____
<input type="checkbox"/> Garbage Container (65 gallon) (includes three bags)	_____ x \$4.00 ea.	\$ _____
<input type="checkbox"/> Case of 70 Gallon garbage bags(100)	_____ x \$35.00 ea.	\$ _____
<input type="checkbox"/> Barricades-Type II (Major/Local St.)	_____ x \$3.00 ea.	\$ _____
<input type="checkbox"/> Barricades-Type III (US-10/M116)	_____ x \$5.00 ea.	\$ _____
<input type="checkbox"/> Barricade Lights	_____ x \$1.00 ea.	\$ _____
<input type="checkbox"/> Fence-50 ft. roll/posts	_____ x \$5.00 ea.	\$ _____
<input type="checkbox"/> Stage	_____ x \$50.00 ea.	\$ _____
<input type="checkbox"/> Cones*	_____ x \$1.00 ea.	\$ _____
<input type="checkbox"/> Cone Toppers* No Parking	_____ x \$1.00 ea.	\$ _____
Handicap Parking	_____ x \$1.00 ea.	\$ _____
*Suggest these items be picked up and returned to DPW to avoid being taken		
<input type="checkbox"/> Traffic Signs	_____ x \$2.00 ea.	\$ _____
<input type="checkbox"/> Can Collectors	_____ x \$1.00 ea.	\$ _____
<input type="checkbox"/> Police Traffic Diversion	\$50.00	\$ _____
Please schedule a meeting with Police Chief at 231-843-3425		
<input type="checkbox"/> Police Crowd Control	\$100.00	\$ _____
(Overnight security not included) Please schedule a meeting with Police Chief at 231-843-3425		
<input type="checkbox"/> Ludington Fire Dept. Assistance	\$25.00	\$ _____
<input type="checkbox"/> Welcome Sign	\$25.00	\$ _____
For further information check website @ www.ludington-mi.gov or contact Heather Tykoski @ 231-845-6237		

TOTAL COST OF ITEMS REQUESTED (B)

PLEASE NOTE: PORTABLE RESTROOM AND/OR DUMPSTERS ARE THE RESPONSIBILITY OF AND COST TO PERMIT HOLDER.

FEES ARE DUE UPON RECEIPT OF INVOICE

TOTAL OF (A) AND (B) \$ _____

FOR PROFIT ORGANIZATIONS FEES ARE DOUBLE \$ _____

- ☐ Non Profit Organization
Also qualifying:
The Event is free to the Public
Charity will receive all net profits
- ☐ For Profit

COST SUMMARY

NON REFUNDABLE APPLICATION FEE AND ITEMS/SERVICES FEES

THESE FEES ARE DUE UPON RECEIPT OF INVOICE. PLEASE NOTE: THAT AFTER REVIEW, THE AMOUNT SUBMITTED MAY CHANGE, AND YOU WILL BE NOTIFIED.

TOTAL NON REFUNDABLE AMOUNT DUE UPON RECEIPT OF INVOICE

TOTAL OF (A) AND (B)

\$

/

FROM PAGE 3 OF 6

Date Paid

Cash

Ck#

REFUNDABLE SECURITY DEPOSIT WILL APPLY TO RESERVE ALL CITY FACILITIES

SECURITY DEPOSIT IS DUE UPON RECEIPT OF INVOICE. PLEASE NOTE THAT CHECK/CASH WILL BE DEPOSITED.

Keys when applicable to be picked up at City Hall before 4pm the day before event or

Friday if the event is on Saturday, Sunday or Holiday

\$200.00

/

Date Paid

Cash

Ck#

****PLEASE NOTE****

SECURITY DEPOSIT WILL BE RETURNED BY CHECK WITHIN 10 WORKING DAYS AFTER EVENT IF ALL THE FOLLOWING ARE MET:

1. Satisfactory inspection of the facility
2. All garbage has been taken care of properly
3. All items requested are not broken or missing
4. All items were returned for pick up to the same area as delivered
5. Keys have been returned when applicable
6. Tent stakes: It is the responsibility of the organization for the cost to repair any damage to the irrigation system. The security deposit will be retained and the City will make the necessary repairs. If the cost exceeds the security deposit, the organization will be billed for the additional cost.

All requirements must be met. If any one of the above are not met the security deposit may be forfeited

LIABILITY INSURANCE (When applicable)

\$1,000,000/\$3,000,000 Liability Insurance with the City of Ludington named as an "Additional Insured" on the certificate. To be received by the City no later than two weeks prior to the event.

Date copy of insurance received:

Signatures:

(Please print name)

Signature

Date

Event Representative or
Contact Person

City Representative

CITY OF LUDINGTON
OUTDOOR FACILITY RULES AND REGULATIONS

The City of Ludington, allows organizations and groups to use City Facilities for events that are **open to the public**. The City maintains the facilities and will supply restroom supplies, cleaning supplies, trash bags for the permanent park barrels and electricity and water where available. Picnic tables, garbage containers, barricades, etc. are available for a fee. (Please see included request form.) All items requested will be dropped off at one location at the facility you have reserved. It is up to the permit holder to relocate all items. All items must then be returned to the same location for pick-up after the event or you may forfeit your security deposit.

The following is a list of rules and regulations to be followed by those groups and organizations that have been granted permission to use a City Facility.

If the permit includes the use of the sound system at Waterfront Park, it is the responsibility of the permit holder to contact Ron Maluchnick at 869-4508 prior to the event to schedule training.

Any organization using the audio sound system at Waterfront Park will be held financially responsible for repairing or replacing damaged or missing items.

If the permit includes the sale of beer, wine and spirits at any of the City Facilities, the permit holder must adhere to Section 38-75 of the City Code. This includes obtaining a license from the Liquor Control Commission and a permit from the City.

It is the responsibility of the permit holder to properly dispose of all the refuse – refuse is to be removed from the facility immediately following the event. The City will not pick up or dispose of any refuse. All barrels in the event areas are to be emptied and lined with new garbage bags. (Garbage bags are provided for the permanent park barrels and are located in the storage areas. If you need more bags for the rented containers, they can be purchased – see attached items requested list). City administration will determine if refuse disposal will require a dumpster(s). It is the Permit holders cost and responsibility to Contact: **REPUBLIC SERVICES FOR DUMPSTER DELIVERY 1-800-968-4143**.

The restrooms are to be adequately cleaned. The City provides the restroom supplies, toilet paper, paper towels and the cleaning supplies including a mop and bucket that are also located in the storage area between the restrooms. City administration will determine if the city facilities are adequate for your event or determine if portable restrooms are needed. It is the Permit holders cost and responsibility to provide the portable restrooms.

PLEASE NOTE: Should the rules and regulations stated above not be followed, the permit holder may be charged for any additional costs the City incurs to adequately pick up and clean the park and restrooms, including the disposal of garbage. Failure to comply with these Rules and Regulations not only causes forfeiture of the Security Deposit, it may also affect permission for future use of any of the City Facilities.

INSURANCE: The City of Ludington may require \$1,000,000/\$3,000,000 Liability Insurance for events held on City Property. In addition, the City of Ludington must also be named as an “Additional Insured” on the certificate. The City must have a copy of the necessary insurance certificate no later than two weeks prior to the event to make sure the appropriate insurance has been obtained. Please contact the City if insurance is required for this event at 231-845-6237.

I, the Contact Person (Permit Holder) representing the organization holding the event, hereby sign that I have read and agree to follow the above stated Facility Rules and Regulations.

DATE OF EVENT: _____

ORGANIZATION NAME: _____

NAME (PRINTED)
Event Representative or Contact Person

SIGNATURE

DATE

INDEMNIFICATION AGREEMENT

The _____ agree to defend, indemnify and hold harmless the City of Ludington from any
(Organization)
claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from the
_____ by reason or any damage to property, personal injury, including death, sustained by any
(Event)
person whosoever and which damage, injury or death arises out of or is incident to or in any way connected with the
performance of this contract (Permit), and regardless of which claim, demand, damage, loss, cost of expense is caused in
whole or in part by the negligence of the _____, or by third parties of by the agents, servants,
employees or factors of any of them. (Organization)

SIGNATURE: _____ DATE: _____

WITNESS: _____

RECOMMEND

SIGNATURE: _____ ☐ Approval ☐ Disapproval ☐ N/A

Police Chief

COMMENTS: _____

RECOMMEND

SIGNATURE: _____ ☐ Approval ☐ Disapproval ☐ N/A

Dept. of Public Works Superintendent

COMMENTS: _____

RECOMMEND

SIGNATURE: _____ ☐ Approval ☐ Disapproval ☐ N/A

Fire Chief

COMMENTS: _____

APPROVED BY CITY COUNCIL IF REQUIRED _____
(Date)

SIGNATURE: _____

City Manager or Designated City Official

COMMENTS: _____

APPROVED _____ DISAPPROVED _____